2 March 1966

MEMORANDUM FOR : Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations 1-28 Feb 1966

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 53,333 items broken down as follows:

CIA IN	19,505
CIA OUT	7,267
Miscellaneous & Archives (711)	5,104
Non-CIA units	21,457
TOTAL WORK UNITS	53,333

b. CIA IN and OUT cables totaled 54,683 for the period January-February 1966, up 6% compared to the same period in 1965 (51,528) and 4% higher than the same period in 1964 (52,452).

c. Non-CIA cables for January-February 1966 totaled 44,150, an increase of 33% over the same period in 1965 (33,170) and 51% more than the same period in 1964 (29,207). Note that we received more non-CIA cables than we did incoming CIA cables.

d. Work units totaled 109,167 for January-February 1966, up 17% over the same period in 1965 (93,192). The Cable Secretariat completed an average of 1,905 items each 24 hours including Saturdays and Sundays. Our Monday-Friday average for February was 2,203 items.

e. 1,018 cables or 2% of all cables processed were furnished to the Director as compared with 1,160 or 2% for January 1966.

25X1A 2. Personnel

25X1A Our personnel strength is down to [redacted] persons - nine short of our ceiling of [redacted] During the month we lost [redacted], Cable Duty Officer, who died on 3 February. An additional loss was the resignation of one clerk to enter

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private business. We are pushed too hard right now to do our job as well as we would like. Processing times overall are good, but exceptions occur too often. We can't do with [redacted] persons what we can do with [redacted] Something must give. Some delay must be expected. Some errors must be expected. These are the almost inevitable consequences of an increasing workload and a decreasing workforce. The Office of Personnel will continue to do all they can to fill these vacancies but they are not too optimistic that they can do anything in the next few months. To the extent that they are unable to help us, we in turn will be unable to do our job to the same standards we could were we operating with a full T/O.

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3. General

a. Attached is an article that appeared in the Department of State recent newsletter explaining the automation of the Department's Communication Center. This automation process is closely related to what I proposed to OCS for the Cable Secretariat in my 28 January memorandum. I am awaiting their comments. Impatiently, I fear, because I dislike to lose a single day in getting our place automated along the lines of State and Army. Each passing day sees us with more work and fewer people. Computers seem to be the solution.

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b. [redacted] described the Teletape System to us on 16 February. I am left with doubts as to the relative merits of that system and I am uncertain in my own mind as to what my responsibilities are in trying to resolve such doubts. Perhaps I have no responsibility. But I am concerned that an expanded Teletape System could have a substantial effect upon my planning for the use of a computer At the moment I have a number of unanswered questions re the Teletape System.

[redacted] 25X1A
Cable Secretary

Attachement:
State Dept Article

ATS TAKING SHAPE

Automation Promises Speed To Communications

THE new Automated Terminal Station (ATS) being constructed in the Department's enlarged and modernized Communications Center (see News Letter, November, 1965) is expected to achieve significant advances in the speed, efficiency and economy of processing messages exchanged with the nearly 300 Foreign Service posts and other United States Government agencies. Here is how automation will develop these advances.

Computers will number and route messages. Messages are numbered serially to provide a way of checking to see that all messages are delivered and to make it easier to obtain messages from the files. They are also marked with symbols to indicate the route they will take through the communications networks to reach the addressees.

Today, these serial numbers and routing symbols are affixed manually, but with automation they will be assigned in a fraction of a second. The computer will electronically read the originator and addressees of the message, search its memory bank for the correct routing symbols and assign them to the message. The control logs formerly kept manually and periodically inspected to prevent the loss of messages within the communications center will no longer be required, as the computer will constantly check itself to make certain that all traffic is transmitted.

MESSAGES will be made up and sent electronically. Nowadays, a teletypist must prepare a perforated tape for the complete message, to include a heading which has its identifying symbols, security, transmission and delivery instructions, before the message can be introduced into the communications network. With the new computer, however, the message tape need contain only an abbreviated heading format as the equipment automatically composes the complete message heading with all elements in their proper sequence for transmission.

The taped message with its abbreviated heading will be fed and stored into the computer facility by means of 1000-word-per-minute tape readers, which operate ten times faster than the presently used tape readers.

When the messages have been automatically introduced, all those to be transmitted over a particular circuit are stored in priority sequence under control of the computer's memory. Unless interrupted for higher priority traffic, transmission of the messages then proceeds in the order received in the memory.

CIRCUIT quality will be checked automatically. The transmission quality of circuits is now determined by transmitting traffic over a circuit until relay stations or addressees report back that reception is unsatisfactory. When such a report is received, transmission of traffic is halted until technicians have corrected the difficulty. With the computer facility, the communications system has a built-in circuit scanner which can check each circuit every two minutes to make certain that any message to be transmitted over a circuit would be received satisfactorily. When the scanner encounters a poor-quality circuit, it prints a notice to that effect on the technician's monitoring teletypewriter. The technician removes the faulty circuit from service, adjusts it if possible, and either restores it or places an alternate in service as soon as possible after the report is made.

Message analysts will view messages on monitoring television screens. At present, the analyst receives hand-carried messages, determines the offices that will receive copies of them and types out the office symbols and the numbers of copies to be distributed on a reproducible master, going to the files in some cases to verify the distribution given to other messages on the same subject.

With automation, the incoming message will be untouched by human hands until it is hand-carried or dispatched by tube to action and information addressees. The message will not even be seen until it flashes upon the monitoring television screen for viewing by the analyst. The monitoring device permit the analyst to make minor corrections electronically and to type orders to the computer regarding the reproduction and distribution of copies. Ordinarily, message captions will generate a programmed distribution, but the analyst can alter this distribution when a rapid check of the subject deems that such alteration is necessary. If a previous message is needed for reference to verify the distribution, the analyst can retrieve it from storage and show it on the screen within two seconds, while at the same time the current message is being electronically held.

Having completed the order for the reproduction and the distribution of the message, the analyst merely pushes a button and the message is printed on a reproducible, properly headed master at a speed of 1000 lines per minute.

ATS relays messages electronically. The Communications Center also receives and forwards traffic on behalf of Foreign Service posts and other United States Government agencies. Today, this relay function is performed by manually transferring message tapes from receivers to transmitters. When the automated terminal becomes operational, however, the relay function will be accomplished electronically and messages will not even be seen as they flow through the terminal.

PUSHING buttons or keys will retrieve files and statistical data. The ATS computer will retain in mass storage all traffic sent or received during a preceding 30-day period. Merely depressing several buttons or keys produces a copy of any one of the stored messages on a screen in page form within two seconds.

In addition to the operational advantages cited, the computer will be programmed (have permanent instructions) to gather and store about 25 items of statistical communications data as the traffic is being processed. This data will be printed out daily or upon demand for record and other management purposes.

From the above mentioned benefits of speed, efficiency and economy of processing messages, it should be easy to discern that in any given amount of time, the order of magnitude increase in message traffic handling capability will be tremendous. During crises situations this increase in message handling capability will be invaluable and will enable the Secretary of State and his key assistants to, indeed, be only minutes away from every United States Embassy in the world.